



**Human Services Program Coordinator  
(Program Administration Specialist II)**

**Richmond, VA**

Virginia Department of Health, Office of Emergency Medical Services (Office of EMS) seeks a qualified candidate for the Technical Assistance Coordinator position.

**Responsibilities:** Providing information, guidance & technical assistance to localities & EMS agencies; implementing & monitoring performance-based, regional EMS Council contracts; developing & implementing rules & regulations governing regional EMS Councils & local EMS resources; updating & implementing the Statewide EMS Plan; coordinate the development & distribution of leadership & management manuals; &, develop & coordinate formal leadership & management training programs for EMS officers.

**Skills/Experience:** The ideal candidate will have a considerable knowledge of VA EMS system and resources available from local, state and federal agencies and organizations. Extensive knowledge of the activities, roles, and responsibilities of local emergency medical services agencies. Excellent skills in managing, organizing, prioritizing and delegating tasks and responsibilities; excellent oral and written communications skills; excellent interpersonal skills and familiarity with word processing equipment. Demonstrated leadership skills and abilities. Ability to work independently and in a team environment; ability to plan, organize, implement, complete and evaluate projects, seminars, and educational programs. Ability to compile and analyze statistical data.

**Education:** Virginia EMT-Basic certification preferred; EMT- Advanced level desired. Graduate from an accredited college or university with course work in EMS management, Business Administration, Management, Health Administration, or related field preferred. Considerable experience in managing volunteer and/or career EMS agencies. Previous experience providing technical assistance programs is preferred. An equivalent combination of training and experience may substitute.

**Other requirements:** A valid driver's license is required.

**Salary:** Starting pay range \$35,695 – 50,695.

**How to Apply:** Mail or fax a state application form by 5:00 p.m. by December 3, 2004 to: *VA Department of Health, Office of EMS, Attn: Position # 00043, 109 Governor St., Suite UB-55, Richmond, VA 23219.* Fax (804) 864-7580. Application for Employment (#10-012) may be obtained at any state employment office or downloaded at [www.dhrm.state.va.us](http://www.dhrm.state.va.us). **An EQUAL OPPORTUNITY EMPLOYER.**